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**Supply**



**AIR FORCE JUNIOR ROTC SUPPLY AND SERVICES PROCEDURES**

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This instruction implements AFPD 23-1, *Requirements and Stockage of Materiel*. It establishes policies and prescribes supply procedures for Air Force Junior ROTC units. It supplements procedures prescribed in other Air Force directives. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) available at: <https://afrims.amc.af.mil>. It applies to Headquarters Air Force Junior Reserve Officers Training Corps (AFJROTC) and all AFJROTC units.

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## Chapter 1

### PROPERTY RESPONSIBILITIES

#### 1.1. Institutional Responsibilities.

1.1.1. It is the Air Force Officer Accession and Training Schools (AFOATS) policy that institutions participating in the AFJROTC program safeguard and retain liability for all Air Force property located at the institution, making full restitution after all occurrences of theft, loss, and negligent or willful damage or destruction.

1.1.2. The institution will furnish adequate facilities for storage and issue of all United States Air Force property provided for the AFJROTC program.

1.1.2.1. AFJROTC equipment, clothing, and texts will be stored in a dry, climatically controlled area to ensure usability over an extended period. Uniforms should be stored on clothes hanging racks, and other equipment/test items in appropriate size bins or other containers.

1.1.2.2. The storage area must be reserved for exclusive use by the AFJROTC program and must be constructed so that access can be denied to unauthorized personnel. This includes taking appropriate security measures such as barring windows or covering them with a heavy mesh screen, solid wood core or metal-clad hollow core locked doors.

1.1.2.3. The storage area shall comprise at least 400 square feet for 100 assigned cadets. As the size of the AFJROTC program increases, additional storage space must be provided.

1.1.3. The institution will appoint a Military Property Custodian (MPC) to maintain accountability of all Air Force property. The school must have an MPC at all times. If a designated MPC leaves, the school must appoint another individual to serve in this capacity. The institution will notify AFJROTC/JROL by letter the name of the individual designated as unit MPC within 15 days after the designation.

1.1.3.1. The MPC will also act as the equipment custodian for the unit. The institution must forward a letter to the host base supply identifying this individual.

1.1.3.2. When warranted, also attach cash collection vouchers, or reports of survey.

1.1.4. Upon deactivation of a unit, the institution will ensure that all Air Force equipment and uniforms are returned to HQ AFOATS/JROL.

#### 1.2. Unit Responsibilities.

1.2.1. The MPC will maintain copies of appointment letters in the unit document file.

1.2.2. The MPC will establish procedures and controls which will ensure all United States Air Force property used in the AFJROTC program is properly requisitioned, issued, accounted for, and safeguarded in accordance with procedures in this instruction.

1.2.3. The MPC will conduct an inventory of all items in accordance with procedures outlined in this instruction.

1.2.4. If an MPC leaves or a new MPC is designated, the relinquishing and receiving MPC will immediately accomplish a joint inventory. The relinquishing MPC is responsible for accounting for discrepancies prior to final transfer of property responsibility.

1.2.5. Upon unit deactivation, the MPC must account for all Air Force equipment and uniforms.

1.2.5.1. The MPC will conduct a complete inventory, sign it, and mail it along with copies of all records relating to equipment, supplies, and uniforms to HQ AFOATS/JROL no later than 120 days prior to scheduled deactivation.

1.2.5.2. The MPC is responsible for returning Air Force items to the appropriate parties no later than ten days prior to unit closure.

1.2.6. The MPC, as appointed by the institution in writing, will also act as the equipment custodian for the unit and will be responsible for:

1.2.6.1. Demilitarized weapons issued to the unit.

1.2.6.2. Establishing an account with the host base supply for units requiring demilitarized weapons. Contact HQ AFOATS/JROL for help on completing documents if required.

1.2.6.3. Obtaining training from the host base supply on the responsibility and accountability of Air Force equipment. The MPC must maintain a file copy of the AF IMT 2426, **Training Request and Completion Notification**, indicating that training was accomplished.

1.2.6.4. Labeling all Air Force equipment listed on the Custodian Authorization/Custody Receipt Listing (CA/CRL) so that the national stock number, detail number, and nomenclature are clearly legible. New labels are furnished by the support base supply for each item on the CA/CRL, if requested.

1.2.6.5. Complying with procedures contained in AFM 23-110, *USAF Supply Manual*, Volume II, Part 13, and any other local equipment procedures specified by the support base supply.

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## Chapter 2

### UNIFORM MANAGEMENT

#### *Section A – Uniform Procurement*

**2.1. Scope.** This chapter contains procedures for obtaining and controlling AFJROTC cadet uniforms.

**2.2. Uniform Allowances.**

2.2.1. Clothing. Allowance Source 016 (AS 016), *Special Purpose Clothing and Personal Equipment*, part D, section D, contains cadet clothing allowances. Units are authorized excess inventory for sizing and exchanges.

2.2.2. Insignia. Insignia allowances are contained in AS 016, preface, paragraph 2b.

**2.3. Annual Uniform Funding.**

2.3.1. Funds for uniforms are allotted to units by fiscal year. Units will not order uniforms until HQ AFOATS/SDFR loads uniform (Warfighter) dollars in the unit's budget book.

2.3.2. Units will not exceed the annual funding allowance given each fiscal year. If emergency or additional funds are required, contact HQ AFOATS/JROL.

**2.4. Obtaining Uniform Items.**

2.4.1. New units should contact HQ AFOATS/JROL to obtain instructions for ordering initial uniform items.

2.4.2. Established units may order uniform items, to include special-sized clothing, through the Defense Logistics Agency (DLA) web site at: <http://warfighter.dla.mil>.

2.4.3. When ordering uniform items using the DLA web site, print and maintain a copy of the order. Ensure the document number is annotated on the copy. When items are received, there will be a DD Form 1348-1A, **Issue Release/Receipt Document**, or a Materiel Release Listing in the package. Compare the order to ensure all items ordered were received.

2.4.4. For specific clothing items, such as badges, not available through the DLA web site, go to Cyber Campus Unit to HQ Orders | Curriculum | Badges | Ground School | Rocket Form.

**2.5. Uniform Management.**

2.5.1. Uniform items are controlled; therefore, a unit must setup their inventory via Cyber Campus | Cadet and Inventory Management System (CIMS) | Setup Inventory | Pre-Defined and User Defined Clothing, then maintain their clothing inventory.

2.5.2. Issue clothing and insignia to cadets using CIMS | Cadet | Clothing. Procedures must include controls to ensure return of items.

2.5.3. Record authorized clothing and insignia assigned to cadets in CIMS. Each cadet must sign for receipt of all items. Units will develop procedures to identify controls to ensure return of items or payment.

2.5.4. Cadets who will participate in AFJROTC summer activities and or will return to AFJROTC the next Academic Year are allowed to retain their uniform items over the summer break.

2.5.5. Units must update CIMS weekly (at a minimum).

## **2.6. Shoe and Boot Requirements.**

2.6.1. One pair of shoes per cadet is authorized. Units are not authorized to use Air Force funds to purchase poromeric (corfram) shoes. The Air Force will not fund replacement shoes during the academic year under normal conditions. If replacement is required, the cadet will bear the cost unless the issued shoes were defective or no longer fit.

2.6.2. If a cadet withdraws from the program, the shoes should be identified as unserviceable.

2.6.3. Dispose of unserviceable shoes.

2.6.4. Medical directives prohibit the reissue of shoes; however, MPCs should encourage those cadets returning the next academic year to retain their shoes for use during the next school year when possible.

2.6.5. Units are authorized a maximum of 24 pair of combat boots for color guard or drill team members. If a cadet who was issued a pair of boots leaves the team, a pair of replacement boots must be ordered through the warfighter system.

## **2.7. Recovering Cadet Uniforms.**

2.7.1. The MPC and the institution must take all necessary and reasonable actions to recover issued uniform items.

2.7.2. As a minimum, the MPC should contact the cadet verbally requesting that the uniform items be returned.

2.7.3. If the cadet does not comply, a certified, return-receipt letter should be sent to the cadet's parents/guardians.

2.7.4. If the cadet's parents/guardians fail to respond to the letter, refer the problem to the school principal, who should use available administrative measures such as withholding grades, transcripts or report cards, or any other measures deemed appropriate to obtain the uniform items.

2.7.4. If all attempts to recover the uniform items fail, process items into CIMS | Clothing | Write Off Accountable.

## **2.8 Excess Uniform Shipments.**

2.8.1. Units may ship excess uniform items to other AFJROTC units based on the following procedures:

2.8.1.1. Units should advertise excess uniform items on Cyber Campus | Message Boards | Swap Shop.

2.8.1.2. Uniforms that are declared excess must be serviceable and clean when shipped. Record excess uniform shipments in CIMS and retain copies of all shipping documents.

2.8.1.3. When units are directed to ship excess uniforms to new units and they cannot completely fill the request, the shipping unit must notify the receiving unit and AFJROTC/JROL.

2.8.1.4. If redistributed items are not received within 30 days from notification date of shipment, the receiving unit must contact the shipping unit. When redistribution shipments are received, the receiving unit must provide a signed copy of the invoice to the shipping unit.

2.8.1.5. Shipments should be made by the most cost effective means and will be reimbursed IAW AFJROTCI 65-1003, *Financial Management Air Force Junior ROTC Program*.

## **2.9. Unserviceable Uniform Disposal.**

2.9.1. Inventory unserviceable items and prepare a list of all items to be disposed.

2.9.2. The Senior Aerospace Science Instructor (SASI) or principal must sign the list confirming disposal of the items. Maintain a copy of the list for 3 years.

2.9.3. Disposal of uniforms locally is authorized when the following procedures are completed:

2.9.3.1. Remove all buttons with the Air Force symbol from the service dress coat.

2.9.3.2. Remove all shoulder patches.

2.9.4. Unserviceable items may be thrown away.

2.9.5. Donate items to Civil Air Patrol if desired. Charitable/not-for-profit organizations and unofficial JROTC/Leadership Programs in middle schools and high schools are not authorized to receive donated uniforms.

### *Section B - Accounting Procedures*

**2.10. Relief from Liability and Accountability.** If uniform items are lost or discovered stolen, a report of survey may need to be accomplished. See Chapter 5, *Report of Survey Procedures*, for specifics.

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## **Chapter 3**

### **WEAPONS AND EQUIPMENT MANAGEMENT**

#### **3.1. Demilitarized Weapons.**

3.1.1. Allowance Standard 706B (AS 706B), [included in Table of Allowances, (TA)] *Air Force Reserve Officer Training Corps*, authorizes demilitarized rifles for AFJROTC units. Units desiring to obtain these demilitarized weapons must provide a secure storage area.

3.1.2. Ownership of the weapons will remain with the United States Air Force and must be controlled as other equipment appearing on the unit CA/CRL.

3.1.3. Demilitarized weapons in this chapter include rifles and ceremonial swords.

#### **3.2. Demilitarized Weapon Acquisition Procedures.**

3.2.1. HQ AFOATS/JROL must approve all requests for demilitarized weapons. Units will submit request using Cyber Campus | Unit to HQ | Orders | Demilitarized Weapons. Request only the amount of weapons required. Maximum allowance is 24 weapons (20 for drill team, 4 for color guard, IAW AS 706B).

3.2.2. Upon receipt of approval from HQ, submit your request on an AF IMT 2005, **Issue/Turn In Request**, and copy of approval letter to your support base supply (equipment management section) for requisitioning.

3.2.3. Immediately upon receipt of demilitarized weapons, the MPC must inspect each rifle to ensure it meets minimum conditions listed in Safety Time Compliance Technical Order (TCTO) for M1 Rifles 11W3-5-3-503. Rifles not satisfying the TCTO requirements should be returned to base supply. If requirements are met, input into Cyber Campus | Cadet and Inventory Management System | Supply Room | New.

#### **3.3. Equipment Custodian File.**

3.3.1. The equipment custodian must maintain the equipment custodian file (to include all applicable documents and listings) according to the format and procedures outlined in AFM 23-110, *USAF Supply Manual*, Volume II, Part 13, Chapter 8, Section F.



### **3.4. Demilitarized Weapon Storage.**

3.4.1. Store rifles and ceremonial swords in a locked, steel storage cabinet or in commercial lockable weapon storage racks. This cabinet or rack must be located within a secure locked room. Access to the rifles should be restricted to authorized personnel only.

3.4.2. Post a Standard Form 702, **Security Container Checksheet**, on the cabinet or rack to notate each opening/closing and record weekly checks. At least once each week, the Senior Aerospace Science Instructor (SASI) or Aerospace Science Instructor (ASI) will verify the weapon inventory.

3.4.3. The SASI, in conjunction with the MPC, will establish local issue procedures for demilitarized rifles and ceremonial swords. Rifles and swords must be returned to unit storage daily unless overnight trips are involved. When transported, rifles may not be openly displayed and must be properly secured to preclude loss, theft or damage.

### **3.5. Weapon Accountability.**

3.5.1. Equipment accountability procedures are contained in AFM 23-110, Volume II, Part 13, Chapter 8. This also contains procedures for transfer of equipment to a new custodian.

3.5.2. Biannually, the MPC will conduct an inventory of demilitarized weapons issued to the unit IAW established base supply procedures.

3.5.3. If weapons are lost or stolen, it is necessary to complete a report of survey. Refer to Chapter 5, *Report of Survey Procedures*, for guidance.

### **3.6. Equipment Allowances.**

3.6.1. Units will either be furnished funds to locally procure items such as projectors or digital cameras or will request these items from HQ AFOATS/SDFJ. The school should furnish office and classroom equipment and supplies on the same basis as other departments in the school.

3.6.2. AFJROTC units are not authorized to use their support base service store for procurement of administrative supplies.

### **3.7. Equipment Accountability.**

3.7.1. The MPC is responsible to ensure the security of Air Force equipment. This includes computer equipment, projectors, and digital cameras.

3.7.2. Air Force equipment is physically marked and clearly identified as such.

3.7.3. The MPC will maintain a record of these items with associated stock numbers.

3.7.4. Units will use CIMS to account for Air Force property and equipment, clearly recording the identity (i.e., nomenclature, make, model, serial number) of Air Force funded

equipment such as computers, scanners, printers, televisions, video recorders, projectors, monitors, and demilitarized rifles, with proper disposition recording for items no longer in service.

3.7.5. The MPC will conduct an annual inventory of all Air Force equipment the unit stocks, this includes computers, projectors, digital cameras, etc. The MPC will send AFOATS/SDCS a signed copy of the equipment list from CIMS, IAW AFI 33-112, *Computer Systems Management*.

**3.8. Equipment Maintenance.** Submit maintenance requests for Air Force issued equipment to AFOATS/SDCS.

**3.9. Relief from Liability and Accountability.** For disposition instructions on all Air Force Automated Data Processing Equipment (monitors, printers, scanners) contact AFOATS/SDCS; all other government furnished equipment contact AFJROTC/JROL.

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## Chapter 4

### INVENTORY ADJUSTMENT PROCEDURES

**4.1. Inventory Adjustments and Disapprovals.** If items are discovered missing or items are found as excess during the annual inventory, change of MPC inventory, or deactivation of unit inventory, items must be identified in CIMS | Clothing | Shelf | Write-off Accountable.

4.1.1. Disapproval of the Inventory or admission of liability by the responsible party will require a DD Form 1131, **Cash Collection Voucher**. Payments received are deposited to the unit's Military Personnel (MilPers) fund (using DD Form 1131 as a source document) within 10 days after the money is collected.

4.1.2. Payments must be made by money order, cashier's check, personal or certified check, and made payable to the unit's MilPers fund account. Cash will not be accepted. Update Budget Book in Cyber Campus.

4.1.3. Retain payment and voucher (DD Form 1131) in unit document file.

4.1.4. This is a single action document and does not require any additional paperwork.

4.1.5. Records must be maintained for 2 years IAW AFMAN 37-123, *Management of Records*, Table 7.1, Line 1.

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## Chapter 5

### REPORT OF SURVEY (ROS) PROCEDURES

**5.1. Purpose.** The general purposes of the AFJROTC Report of Survey (ROS) program are to:

5.1.1. Research and identify the cause of loss, damage, or destruction of property; determine if loss, damage, or destruction was due to negligence or abuse; and document school replacement of such property.

5.1.2. Assess or relieve individuals and or school district of monetary liability after investigation of cause of loss, damage, or destruction of Government property.

5.1.3. To provide AFOATS/JR and unit SASI with case histories which enable them to take corrective action to prevent recurrence of the incident.

**5.2. ROS Guidance.**

5.2.1. A ROS is mandatory when:

5.2.1.1. Weapons have been damaged beyond repair, destroyed, or lost.

5.2.1.2. Pilferable items over \$100 per unit cost or \$500 total cost are lost.

5.2.1.3. Annual inventory inspection results in adjustment of over \$2,500 for pilferable items.

5.2.1.4. Repetitive cases of loss, damage, or destruction occur, that alone would not call for the processing of a ROS.

5.2.2. A ROS is not mandatory when:

5.2.2.1. An individual or school district voluntarily agrees to pay for property that was lost, damaged, or destroyed and the property is valued at less than \$500 or is not a weapon.

5.2.2.2. Air Force property is damaged from the operation of privately owned vehicles.

5.2.2.3. Loss, damage, or destruction is caused by an Act of God.

**5.3. ROS Responsibilities and Timelines.**

5.3.1. Within 15 days of the discovery of the loss, the unit SASI, acting as the investigating officer, will complete blocks 1 through 11 on the DD Form 200, **Financial Liability Investigation of Property Loss**. Instructions for completion can be found in AFMAN 23-220, *Reports of Survey for Air Force Property*, Chapter 14.

5.3.2. Forward the ROS to the school principal for review and completion of block 12.

5.3.3. The school principal will forward the ROS and accompanying documentation to AFOATS/SDC.

5.3.4. AFOATS/SDC, acting as the appointing authority, will have 5 days from receipt of the ROS to review the case for completeness, findings, recommendations, and any erasures or alterations, in order to make a recommendation concerning financial liability.

5.3.4.1. AFOATS/JRO may appoint a financial liability officer to reinvestigate the case if it is felt the initial investigation was not completed properly.

5.3.4.2. If AFOATS/JRO suspects negligence or abuse, financial liability may be placed on the school district or individuals involved in the case.

5.3.4.3. If AFOATS/JRO finds no evidence of negligence or abuse, and the amount of the loss falls within the appointing authority's limits, the case may be closed and the ROS is forwarded to AFOATS/SDC as appropriate, to adjust supply records.

5.3.5. If financial liability is recommended by AFOATS/SDC, 20 days will be allowed to review the case to determine the adequacy of the evidence and propriety of the findings and recommendations before final approval is given. After the legal review is complete, the ROS will be forwarded to the appropriate final approval authority based on the value of the lost or damaged property.

5.3.6. The final approval authority will have 5 days to review the investigative findings and legal opinion and make a decision concerning financial liability.

**5.4. Approval Limits.** AFOATS/SDC will take final action on Report of Survey IAW AFMAN 23-220.

## **5.5. Miscellaneous ROS Guidance.**

5.5.1. At any time in the investigative process, if financial liability is recommended, the individual or school district charged must be allowed to examine the findings and recommendations, and submit evidence and or statements on their behalf which may refute the findings. This action must be allowed before the ROS is sent to the next level of review.

5.5.2. All ROS forms where theft is suspected will be accompanied by a police report.

5.5.3. Units will inquire with the school district regarding reimbursement/replacement of Air Force property that is lost, except in cases where the unit is at fault.

**5.6. Probation Resulting from Property Loss.** Repeated cases of property loss at a unit could, at the discretion of the AFJROTC Director, result in probation and possibly closure of the unit.

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## Chapter 6

### OBTAINING DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO) SUPPLIES

**6.1. General.** Under the guidance of DoD Manual 4160.21-M, *Defense Materiel Disposition Manual*, chapter 6, paragraph D.1.e.1, JROTC units are eligible to receive donations from DoD surplus (surplus from other Federal civil agencies is prohibited). The entire manual and additional information is available on the following website: <http://www.drms.dla.mil>.

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## Chapter 7

### FORMS AND INFORMATION MANAGEMENT TOOLS

**7.1. Adopted:** Standard Form 702, **Security Container Checksheet**; DD Form 1131, **Cash Collection Voucher**; DD Form 200, **Financial Liability Investigation of Property Loss**; DD Form 1348-1A, **Issue Release/Receipt Document**; AF IMT 2005, **Issue/Turn-in Request**; AF IMT 2426, **Training Request and Completion Notification**.

NORMAN BALCHUNAS, Col, USAF  
Director, Air Force Junior ROTC

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDM 41660.21-M, *Defense Materiel Disposition Manual*

AFPD 23-1, *Requirements and Stockage of Materiel*

AFMAN 23-110, *USAF Supply Manual*

AFMAN 23-220, *Reports of Survey for Air Force Property*

AFI 33-112, *Computer Systems Management*

AFI 37-123, *Management of Records*

AFTO 11W3-5-3, *Routine Action Safety Inspection of all Operational Live Fire M1 Rifles and Inert M1 Rifle*

AS 016, *Special Purpose Clothing and Personal Equipment*

AS 706B, *Air Force Reserve Officer Training Corps*

AFJROTCI 65-1003, *Financial Management Air Force Junior ROTC Program*

*AFJROTC Uniform and Awards Guide*

***Abbreviations and Acronyms***

**ADPE** – Automated Data Processing Equipment

**AFOATS** – Air Force Officer Accession and Training Schools

**AFJROTC** – Air Force Junior Reserve Officer Training Corps

**AS** – Allowance Source

**ASI** – Aerospace Science Instructor

**CA/CRL** – Custodian Authorization/Custody Receipt Listing

**CIMS** – Cadet and Inventory Management System

**DRMO** – Defense Reutilization Marketing Office

**IAW** – In Accordance With

**MilPers** – Military Personnel

**MPC** – Military Property Custodian

**ROS** – Report of Survey

**RPA** – Reserve Personnel Appropriations

**SASI** – Senior Aerospace Science Instructor

**SEA** – Service Educational Activities

**TA** – Table of Allowance

**TCTO** – Time Compliance Technical Order